

Town of Nottingham  
P.O. Box 114  
Nottingham NH 03290



Office 603-734-4881  
Fax 603-679-1013

**APPLICATION FOR VOLUNTARY MERGER (PER RSA 674:39-a)**

Name of record owner(s) must be identical for all lots consolidated:

<b>Property Owner(s):</b> 1) _____	2) _____
<b>Phone:</b> _____	_____
<b>Email:</b> _____	_____
<b>Mailing Address:</b> _____	_____
<b>City/Town</b> _____	_____
<b>State &amp; Zip</b> _____	_____

**EXISTING PARCEL:**

Map _____	Lot _____	Sub _____	Physical Address _____
Map _____	Lot _____	Sub _____	Physical Address _____
Map _____	Lot _____	Sub _____	Physical Address _____

**Physical Address:** \_\_\_\_\_

**Deeds:** List the book and page for deeds identifying each lot in unmerged status.

<b>Book</b> _____	<b>Book</b> _____	<b>Book</b> _____	<b>Book</b> _____
<b>Page</b> _____	<b>Page</b> _____	<b>Page</b> _____	<b>Page</b> _____

**APPLICATION ACKNOWLEDGEMENT AND AUTHORIZATION:**

By signing below, the Applicant(s) agrees that (1) this application is subject to the approval of the Nottingham Planning Board to assure such merger does not create a violation of the current Zoning Ordinance or Subdivision, (2) the mortgage holder(s) consent form has been received by the Nottingham Planning Board, (3) that upon approval, a copy of this agreement shall be recorded at the Rockingham County Registry of Deeds, and/or noted on any Final Mylar for a subdivision or Site Plan Review filed at the Rockingham County Registry of Deed, and (4) no such merged parcel shall thereafter be separately transferred without subdivision approval from the Nottingham Planning Board and any new subdivision must meet the requirement of the Subdivision Regulations.

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<b>Owner Signature</b>	<b>Date</b>	<b>Owner Signature</b>	<b>Date</b>
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**FOR MUNICIPAL USE ONLY**

By signing below, the application has been reviewed by the Nottingham Select Board and the lot merger shall not result in a violation of the current Zoning Ordinance or Subdivision Regulations.

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<b>Signature of Chair of Nottingham Select Board</b>	<b>Date</b>
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By signing below, this request has been reviewed by the Nottingham Assessing Department, who assign the following Tax Map, Lot, and Sub number to the resulting parcel:

**Map** \_\_\_\_ **Lot** \_\_\_\_ **Sub** \_\_\_\_      **Revised Acreage:** \_\_\_\_      **Street Address:** \_\_\_\_\_

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<b>Nottingham Assessing Department</b>	<b>Date</b>
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**VOLUNTARY MERGER MORTGAGE HOLDER CONSENT FORM**

Per RSA 674:39-a I Any owner of 2 or more contiguous preexisting approved or subdivided lots or parcels who wishes to merge them for municipal regulation and taxation purposes may do so by applying to the Planning Board or its designee...

Per RSA 674:39-a II If there is any mortgage on any of the lots, the applicant shall give written notice to each mortgage holder at the time of the submission of the application. The written consent of each mortgage holder shall be required as a condition of approval of the merger, and shall be recorded with the notice of the merger pursuant to RSA 674:39-a I. Upon recordation of the notice and each consent, the mortgage or mortgages shall be deemed by operation of law to apply to all lots involved in the merger. The municipality shall not be liable for any deficiency in the notice to mortgage holders.

**Property Owner(s):** 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State & Zip** \_\_\_\_\_

**EXISTING PARCELS:**

Map \_\_\_\_\_ Lot \_\_\_\_\_ Sub \_\_\_\_\_ Physical Address \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Sub \_\_\_\_\_ Physical Address \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Sub \_\_\_\_\_ Physical Address \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Deeds / Sub-Division Plans / Other:** List the book and page for deeds identifying unmerged status.

**Book** \_\_\_\_\_ **Book** \_\_\_\_\_ **Book** \_\_\_\_\_ **Book** \_\_\_\_\_

**Page** \_\_\_\_\_ **Page** \_\_\_\_\_ **Page** \_\_\_\_\_ **Page** \_\_\_\_\_

**MORTGAGE HOLDER CONSENT FORM ACKNOWLEDGEMENT AND AUTHORIZATION:**

By signing below, the Applicant(s) agrees that (1) this consent form shall be mailed to all mortgage holders for signature, and (2) must be received by the Nottingham Planning Board prior to any approvals.

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<b>Owner Signature</b>	<b>Date</b>	<b>Owner Signature</b>	<b>Date</b>
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**MORTGAGE HOLDER CONSENT FORM ACKNOWLEDGEMENT:**

By signing below, the Mortgage Representative acknowledges they have received notification of the Application of Voluntary Merger from the owner(s) of the property.

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<b>Mortgage Representative Signature</b>	<b>Title</b>	<b>Date</b>
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<b>Print Name</b>	<b>Telephone #</b>
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**Mailing Address**

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**Office (603) 734-4881  
Fax (603) 679-1013**

**APPLICATION FOR VOLUNTARY MERGER, cont.**

**Mortgage Holder Consent Names & Addresses:**

<b>Mortgage Company Name:</b>	
<b>Company Representative:</b>	
<b>Address:</b>	
<b>City, State &amp; Zip:</b>	

<b>Mortgage Company Name:</b>	
<b>Company Representative:</b>	
<b>Address:</b>	
<b>City, State &amp; Zip:</b>	

<b>Mortgage Company Name:</b>	
<b>Company Representative:</b>	
<b>Address:</b>	
<b>City, State &amp; Zip:</b>	

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### **Instructions & General Information for Voluntary Merger of Lots:**

In accordance with NH RSA 674:39-a, any owner of 2 or more contiguous preexisting approved or subdivided lots or parcels who wishes to merge them for municipal regulation and taxation purposes may do so by applying to the Planning Board. Except as set forth in RSA 674:39-a II and III, all such requests shall be approved, and no public hearing or notice shall be required. No new survey plat need be recorded, but a notice of the merger, sufficient to identify the relevant parcels and endorsed in writing by the Planning Board, shall be filed for recording in the Registry of Deeds, and a copy received by the assessing officials.

No such merged parcel shall thereafter be separately transferred without subdivision approval. No city, town, county, or village district may merge preexisting subdivided lots or parcels except upon the consent of the owner.

**MORTGAGE HOLDER CONSENT:** Per RSA 674:39-a II: If there is any mortgage on any of the lots, the applicant shall give written notice to each mortgage holder at the time of the submission of the application. The written consent of each mortgage holder shall be required as a condition of approval of the merger, and shall be recorded with the notice of the merger pursuant to RSA 674:39-a I. Upon recordation of the notice and each consent, the mortgage(s) shall be deemed by operation of law to apply to all lots involved in the merger. The municipality shall not be liable for any deficiency in the notice to mortgage holders.

### **Procedure for Requesting Voluntary Lot Merger is as Follows:**

1. Complete and submit the Application for Voluntary Lot Merger to the Nottingham Planning Board.
  - a. Document the pre-merger configuration of any lots by providing the Book and Page #'s for all properties.
  - b. Mail the Mortgage Holder Consent form to mortgage holder(s) for mortgage company representative signature and return the form to the Town of Nottingham.
2. The Assessing Department shall review the application and forward any comments to the Planning Board within five (5) days of receipt of the materials.
3. The Planning Board shall schedule consideration of the Application during a regularly scheduled meeting, once the Mortgage Holder Consent Form has been received.
4. If upon review by the Planning Board, the Board determines that additional information is required; up to an additional ten (10) days will be provided to produce the additional information.
5. If the Application has been granted, the appropriate changes will be noted on the Tax Maps, Assessor records, and shall be recorded at the Rockingham County Registry of Deeds.
6. All decisions of the Select Board may be appealed in accordance with the provisions of RSA 676.